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**Kathmandu University**  
**Application Blank for Nonteaching Position (Officer and Above)**

<b>For Official Use only</b>  Application Registration Number <input style="width:100%;" type="text"/>  Job Notice Number and Date <input style="width:100%;" type="text"/>	Attach a recent passport size photo here
<i>Read and follow carefully all directions. Please type or print in black. Give clear, concise and complete information in each case as required. Candidates are short-listed solely on the basis of information provided here. Use additional sheets if necessary.</i>	

**A. Position Identification**

1. Position Applying for _____	2. Band _____	3. Placement Unit (School or Central Office) _____
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**B. Personal Identification**

4. Name <i>In English</i> <i>In Nepali</i>	5. Family Name _____	6. First Name _____	7. Middle Name _____	8. Sex ( <i>cross one</i> ) Male <input type="checkbox"/> Female <input type="checkbox"/> [ ] [ ]
9. Date of Birth	In BS: Day _____ Month _____ Year _____	In AD: Day _____ Month _____ Year _____		
10. Nationality _____	11. Citizenship: Number and Issued at _____	12. Civil Status ( <i>cross one</i> ) Married with children [ ] Married [ ] Single [ ] Other [ ]		
13. Father/Mother: Name _____	Occupation _____			
14. Husband/Wife: Name _____	Occupation _____			
15. Address	Permanent Address	Contact Address		
	Tel # _____ E-mail _____	Tel # _____ E-mail _____		

**C. Competency Profile**

16. Educational Attainment (start with the most recent one and work backward till intermediate or + 2 degree)

Degree Earned	Division or Grade Obtained	Area of Specialization	Study Program (From – To)	Awarding University or Board	Country

17. Professional Training and Development (four most important and relevant to faculty role)

Course Attended	Year and Net Duration	Providing Institution	Focus Competencies	Country

18. Special Skill and Ability

Skill	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
English Language	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Additional Language ( <i>specify</i> )	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Relevant Computer Skill	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Other Skill ( <i>specify</i> )	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Other Skill ( <i>specify</i> )	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]

**D. Work Experience (recent three with the most recent first)**

**19. Current or Last Employer**

Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

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**20. Previous Employer**

Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

**21. Pre-previous Employer**

Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

**E. Professional Output**

**22. Professional Association, Contribution and Achievement (summarize the most relevant professional membership, activities, achievements, and awards)**

Professional Membership	Professional Activities	Special Services and Contributions	Awards Received

**F. Reference**

**23. Two references, including one recent employer and another university teacher, who may evaluate your professional competency and contribution.**

Name	Position	Organization	Contact Point	Relation

**G. You as a KU Staff Applicant**

**24. Write, in not more than 100 words, why you want to join KU and why you think you are a suitable candidate for KU's staff.**

**Declaration**

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I hereby affirm that the information I have provided in this application blank is complete and correct to the best of my knowledge. I understand and accept that any wrongful representation, falsification, or omission of information will be the ground for rejection of my application for employment and for immediate dismissal at any point in time if already employed. I authorize for a thorough investigation into the information provided here in connection with this application, if the University deems it necessary. .

I have read and affirm as my own the above statement. I hereby apply for employment in KU. If hired as a faculty, I will comply with all the rules, regulations and conditions of the University.

\_\_\_\_\_  
Applicant's Full Signature

\_\_\_\_\_  
Date

ONLINE